

**Executive Director**

TITLE: Executive Director  
EVALUATED BY: Executive Committee  
REPORTS TO: Executive Committee  
SECONDARY SUPERVISOR: Board of Directors  
CLASSIFICATION: Salaried/Exempt under FLSA

**PRIMARY RESPONSIBILITIES:**

- Make decisions as to matters relating to the mission of the association
- Establish office practices concerning any subject not covered by the KASB constitution, KASB policies or board of directors' decisions.
- Serve as treasurer of the Association
- Implement KASB policies and rules
- Direct KASB legislative activities
- Represent the Association at meetings and seminars of other professional associations
- Prepare agenda for Board of Directors meetings
- Prepare Association annual report
- Develop and prepare long range plan for the Association
- Supervise, develop and evaluate assigned staff

**SECONDARY RESPONSIBILITIES:**

- Establish office policies
- Extend appropriate gestures of courtesy
- Report annual vacation and sick leave
- Maintain editorial control of all KASB publications
- Other duties as assigned by the Board of Directors

**CRITICAL SKILLS:**

- Possess a valid Kansas driver's license with the ability to drive an automobile at all hours, travel on short notice and spend multiple days away from home including nights and weekends
- Ability to speak clearly and audibly, with or without electronic assistance, to varying size groups expressing ideas in a logical and forthright manner
- Possess composition skills suitable for producing written communication for a variety of readers
- Possess skills to effectively supervise, evaluate and direct personnel
- Ability to perform job responsibilities using appropriate hardware and software on Association computer system and communication equipment
- Ability to manage job responsibilities while meeting established deadlines
- Ability to work constructively and cooperatively with others

**JOB LOCATION:**

- The majority of tasks performed by this position are performed in the Topeka office or vicinity. Seminars, regional meetings and other meetings require travel throughout the state.
- Meetings are provided at the school district site when requested by the district.
- Evening and weekend work is an expectation for this position. Regular attendance and reporting to work on time is an essential requirement of employment.